

Approved For Release : CIA-RDP61-00391R000200310003-2

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : CCM/Chief Geographic

DATE: 4 April 1958

FROM : CCh/G/RR/Information Control

SUBJECT: Report for the month of March 1958

The processing of material by the domestic desk of registry was somewhat higher than last month. It serviced 1,370 requests submitted by D/GL/Reference, sent out 1,460 packages and processed in 38,452 maps and 2,821 publications from U.S. Government agencies.

The foreign desk of the unit processed material from 177 packages received from foreign sources, transmitted material in 131 packages to agencies participating in the map exchange program. 95 Geographic Attache letters were received and logged in connection with this program. The overall production for the month was below normal.

New maps, reruns and revisions received through D/GC, was in larger quantity than any previous month of record. 179 titles and 54,789 map sheets were received and processed through the unit.

The flow of documents was about the same as for February at which time we reported (No serious backlog). It can be reported that there is no backlog in the unit at this time.

The system of controls on classified materials that was recently initiated here, is working well and has been adopted as the standard for handling these materials.

The recently acquired function of making automatic distribution on NIS bases is being carried out here and has posed no serious problem nor has it, as of now, added materially to the work load of the office.

The overall work picture here is favorable and there seems to be no particular problems that cannot be handled on a routine basis.